



Maricopa County

Superintendent of Schools

301 W. Jefferson St, Ste 660
Phoenix, AZ 85003
Phone: 602-506-4761
Fax: 602-506-2398

Your district has designated the County School Superintendent as your Chief Disbursing Officer for garnishment purposes. Only your payroll department knows who is employed, who gets paid and who is terminated. When a terminated employee has been served a tax levy/default student loan do not send it to the County Schools office. The schools district should acknowledge it them-selves. It is extremely important to advise garnishments of the status of your garnished employees. This office cautions districts contracting with the County Superintendent; you may not waive or disclaim liability for timely response and follow-up to garnishment actions.

**Remember you CAN NOT accept a writ of garnishment served
by a process server or mailed to you. That must be served at**

301 W. Jefferson, Suite 660.

Default student loans and tax levies are the only things you can accept. The DSL & TI form must accompany all default student loans and tax levies when they are submitted to the garnishment division. Both will be mailed to your district and should be sent immediately to the Maricopa County School Superintendent Office. Any releases will also be sent to your district. It is your responsibility to get the release to the county timely. The cutoff date is Tuesday before your pay. (Pilot Districts -- Pay warrants must be delivered to the garnishment division by Tues. noon time.) You should notify your employee that you will be picking up the revised warrant. **Pay warrants are reissued and available for district pickup on Wednesday after 1PM.** It is your district's responsibility to get your garnished employees revised warrants back to them. Sort the garnished employees to the beginning or end of the pass or hold status. It saves time looking for the original pay warrant and is a good way to track garnishments. Any questions please call me.

Kathy Wheeler 602-506-3533 Fax 602-372-8589